



news and information
for employees of the
City of Saint Paul

December 26, 2003

170 City Hall
Saint Paul, MN 55102
editor 651-266-8700
fax 651-266-8689
city.update@ci.stpaul.mn.us
www.ci.stpaul.mn.us/cityupdate

City Update is published bi-weekly
by the Citizen Service Office.
Submission deadline is noon,
Tuesday, one week before payday.

Mayor

Randy Kelly

Councilmembers

Dan Bostrom,
President

Jay Benanar

Jerry Blakey

Christopher Coleman

Patrick Harris

Lee Helgen

Kathy Lantry

City Update

www.ci.stpaul.mn.us/cityupdate

City Update needs a new editor – is it you?

Now don't make any jokes about the City Update having needed a new editor for years! That's too easy.

The City Update employee newsletter really does need new blood, or it will have to go away. After 100 editions of the City Update, on top of ten years as co-editor of its predecessor, Let's Talk, it's time for a fresh outlook on news and information for City employees.

I will produce up to four more editions — February 20th will be my last — and then I'll be done. If someone wants the job before then, I'll be happy to help.

This change is a great opportunity for someone to create a new look, and new editorial style. The ball is there for someone to take it and run. If you're good with words, or if you're interested in editing or publishing, this may be your chance.

At present, the City Update is presented every two weeks on our payday, or a day or two before.. It's published as a pdf (portable document format) file, and linked to the

City's web site. It is created on a Macintosh computer using Adobe PageMaker, but it could be done in any number of ways. Microsoft Word and Publisher are

just two of the many programs that can produce a simple newsletter like the one you're reading. There are many art resources available, like the little piece of clip art above.

A short edition like this can take as little as two hours to produce and publish. A creative four-page issue may take as much as two days to assemble.

Article contributions to the newsletter come from many sources — there's no need for heavy "reporting" — but there's room for it, if that's what you'd like to do.

Contact me, Roger Grupp, at the addresses in the box at upper left if you're the person for the job.



Please print this for your co-workers. The City is continuing to save money by not producing printed copies of the City Update, but still needs to communicate to all employees. Please help by printing this newsletter (preferably back-to-back) for workers in your area who do not have computer access. Thank you.

City job openings as of December 26th, 2003

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
01/06/04	Arts Program Coordinator	\$22.66 per hr	See Job Ann
Open	ECC Telecommunicator	\$1,459.78 bi-weekly	See Job Ann
01/06/04	Forestry Supervisor I (prom)	\$1,973.69 bi-weekly	See Job Ann
01/05/04	Sergeant (prom)	\$1,961.39 bi-weekly	See Job Ann

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after December 23rd, please call our 24-hour job line, 651-266-6502.

On January 16th, 2003, Mayor Randy Kelly announced a hiring freeze for the City of Saint Paul until further notice. This applies to all positions within the City, but excludes the Saint Paul-Ramsey County Department of Public Health and RiverCentre.

Certain positions may be determined exempt for the hiring freeze; please continue to check our web site and job line to see if there are any new postings in which you might be interested.

www.ci.stpaul.mn.us

Places to go. Things to do.

ilovesaintpaul.com